



## DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70148-5401

NAVRESINFOSYSOFFINST 11320.1  
N244  
20 Dec 1999

### NAVRESINFOSYSOFF INSTRUCTION 11320.1

Subj: NAVAL RESERVE INFORMATION SYSTEMS OFFICE (NAVRESINFOSYSOFF) FIRE BILL

Ref: (a) SECNAVINST 5100.10H

Encl: (1) Evacuation plan for University of New Orleans Technology Center (UNOTC)  
(2) Evacuation plan for Chef Menteur Complex (CMC)  
(3) Muster and Smoking area diagram for UNOTC  
(4) Muster and Smoking area diagram for CMC

1. Purpose. To establish a Fire Protection Plan at both UNOTC, located at 2251 Lakeshore Drive New Orleans LA, 70145 and CMC, located at 13000 Chef Menteur Highway, New Orleans LA 70149. The most serious disaster that can occur is a fire. Personnel injury, interruption of electrical power, loss of air conditioning, fire damage to equipment, and water damage inflicted while extinguishing a fire, are major consequences. To minimize the danger and damage, NAVRESINFOSYSOFF personnel and associated contract personnel must familiarize themselves with the responsibilities and procedures contained in this instruction. Reference (a) provides procedures for fires and fire drills in support of the UNOTC/CMC New Orleans Fire Protection Program.

### 2. Responsibility

#### a. All NAVRESINFOSYSOFF Personnel

(1) Military, civilian, and contract personnel are directed to familiarize themselves with this instruction. Personnel will be made aware of the instruction on a frequent basis, through the Plan Of The Week and by their division/department leaders, and the procedures necessary to report a fire, evacuate the building at each complex, and where to muster. Personnel in building 1 will muster in muster area 1. Personnel in building 2 will muster in muster area 2. See attached diagram.

(2) When a fire alarm sounds, or when advised by official word or the announcing system to evacuate the building, personnel will immediately evacuate by the closest exit using the stairwell, not the elevators, to the designated muster area. Do not run, remain calm, and if time permits close all doors for fire suppression. Ensure that all handicapped personnel are assisted in the evacuation.

(3) The designated muster areas, as shown in enclosures (1) and (2) are established at a safe distance from the buildings.

(4) All personnel within the UNOTC and CMC will immediately report the detection of a fire, using the procedures outlined in paragraph 3 below, and be familiar with the proper evacuation procedures/routes for use during fire and fire drills. Any person in the immediate area where the fire originates will make an effort to extinguish the fire, BUT NOT IF IT WILL ENDANGER THEM IN ANY WAY.

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b. Facilities. For UNOTC, NAVRESINFOSYSOFF (N244) and for **CMC**, NAVRESINFOSYSOFF (N611) will:

(1) Review reference (a) yearly for compliance and updating of instructions as needed.

(2) Act as the command's primary fire warden.

(3) Coordinate the muster of personnel and the determination of missing personnel after evacuation muster reports have been received from the assistant fire wardens.

(4) Issue the all clear for reentry into the facilities after receiving guidance from the fire department, director, or designated clearance official

(5) Conduct semiannual fire drills for cognizant area. Prior to the drill, inform the Security Office (N12).

(6) On 1 March and 1 September of each year, update each fire wardens list to include names and telephone numbers, or more frequently, if changes occur.

(7) Ensure the NAVRESINFOSYSOFF Security Office (504) 697-1511 is notified when fire or smoke is detected.

(8) Coordinate the annual fire protection training for military and civilian personnel assigned as assistant fire wardens, to include familiarization with designated fire exits, evacuation procedures, alarm telephones/alarm pull box locations, and fire extinguisher locations and usage.

c. Department/Division Directors

(1) Designate an assistant fire warden and an alternate for all respective operational areas, (i.e., one per fire extinguisher in each area and at least the same for each shift).

(2) Ensure the appointments are current every 6 months and submit a current roster to Facilities (N244) for updating. If there is no change then telephone confirmation is acceptable along with E-mail confirmation stating no change. Reports will be submitted on 1 March and 1 September of each year.

(3) Account for all personnel during fire and validate the muster report prior to submission to the Command Fire Warden or designated representative to ensure 100 percent accountability of personnel.

(4) Assign two personnel and alternates for each handicapped person who may need assistance in evacuation. Provide the Command Fire Warden with the names of the assigned personnel.

(5) Ensure fire wardens are provided time off from normal duties for training and meetings.

d. Assistant Fire Wardens. For each location, an Assistant Fire Warden is designated as the muster official who is responsible for their area personnel, and will perform the following:

(1) Immediately evacuate to a previously designated muster area. See attached enclosures for UNOTC and CMC areas.

(2) Implement the fire protection plan contained in this instruction for the commands spaces and areas.

(3) Advise the Command Fire Warden on matters related to fire or fire safety.

(4) Direct and supervise the evacuation of all personnel from the buildings and/or areas affected, or endangered by fire. Ensure all handicapped personnel are assisted in their evacuation.

(5) Coordinate the muster of personnel and determine missing personnel within their responsible areas. Report all missing personnel to the Command Fire Warden with the full name and last known location of the individual. Provide a list of all personnel absent due to leave, TAD, or other excusable reason.

(6) Maintain a current roster of personnel to be at muster area.

(7) Assist the Command Fire Warden in the conduct of fire drills.

(8) Attend annual fire training as required by the Command Fire Warden.

(9) Ensure that all personnel are aware of the fire extinguishers capability and the locations in their area.

(10) Ensure that area is secured if time permits (i.e., close all doors and windows).

(11) Post a copy of the Fire Bill and evacuation routes by the exits in each work area and adjacent hallway.

(12) Ensure that all personnel in their area of responsibility are properly instructed in the fire emergency procedures and evacuation routes. Ensure that there is a clear path for the fire fighters and their equipment.

e. Designated Safety Officer

(1) Coordinate with the fire department for obtaining fire phone number stickers to be affixed to the telephone.

(2) Conduct quarterly inspections of the fire fighting equipment and facilities for serviceability. Items found deficient will be reported the Facility Manager (N244) at (504) 697-1039.

(3) Bring hazardous materials safety data sheets with them at time of evacuation to assist the fire department in determining the hazards associated with the materials contained within the complex.

(4) Coordinate the fire education program for new civilian, military, and contractor personnel.

f. NAVRESINFOSYSOFF Security Officer

(1) Ensure security officers are trained in initial response to fire alarms and traffic control at the scene of a fire.

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(2) Ensure fire alarm panels and emergency communications systems are properly monitored and controlled.

3. Safe Havens. Each stairwell landing will be considered a safe haven for handicapped personnel. Handicapped personnel are to remain in the safe haven until they are assisted by the designated assisting personnel per paragraph 2c(4) in evacuating the facility. The stairwells are fire retardant and each contains a call down telephone to Security.

4. Smoking Areas. Designated locations within selected areas may be used as smoking areas. See designated area maps for both UNOTC and CMC.

5. Heat Producing Equipment. There will not be any heat producing devices allowed in the UNOTC buildings.

6. Gasoline Containers will not be carried in any vehicle while on UNOTC and CMC facilities except for lawn maintenance companies in the performance of their contractual obligations for grounds maintenance.

7. Obstruction of Emergency Water Supplies. The placement of equipment, shrubbery, or any items that restrict or unreasonably delay the use of the fire hydrants, sprinkler connections, post indicator valves, hoses, alarm boxes, and hose connections, is prohibited.

8. Fire Safety Educational Programs. These programs shall provide:

a. Indoctrination briefings for new civilian, military, and contractor personnel which include orientation on the facility fire protection program and information on facility unique fire related conditions.

b. Classes to instruct personnel on the use of first aid, fire extinguishing equipment, and fire prevention measures.

c. Periodic sessions to review fire protection regulations, fire reporting procedures, and use of fire fighting equipment.

d. Explicit instructions on fire reporting and responsibilities during a fire incident for Security.

e. A program to provide promotional information encouraging constructive ideas as preventive measures for life saving actions.

9. Fireworks. There will be no fireworks allowed on the grounds of the UNOTC or CMC complexes.

10. Fire Protection Equipment

a. No person will tamper with portable or installed fire protection equipment or create conditions that adversely affect the operation or efficiency of such equipment.

b. Personnel specifically qualified and trained for the task will perform the testing, maintenance, and repair of fire protection equipment systems and equipment.

11. Fire Safety Inspections. Inspections will be conducted on all structures and outside storage areas, (including those maintained by

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contractor personnel). Inspection frequency shall be commensurate with the hazard; however, the following minimums will apply:

a. Weekly. Extra-hazardous occupancy facilities or areas where loading and ongoing activity present a high risk to life, safety, and severe fire potential, such as major construction and renovation.

b. Monthly. Industrial, flammable gases and liquids, automated data processing, and communication equipment facilities.

c. Quarterly. All facility common areas at both UNOTC and CMC.

12. Electrical Modifications. Electrical installations, adjustments, and or modifications will comply with lease agreements for UNOTC and CMC.

13. Structure Modifications. All modifications will comply with lease agreements for UNOTC and CMC.

14. Electrical Computer/Data Processing. Equipment will be installed per current lease agreements for UNOTC and CMC.

15. Decorative Materials. Weed, cut vegetation, cotton, cut Christmas trees, plastic, textile, expanded foams, excelsior, paper, or other combustibles will not be used within the facilities unless they have been made flame retardant by an approved material or process.

16. Housekeeping. Trash, wood shavings, wood, waste paper, and other combustible debris will not be allowed to accumulate in or around buildings. All such combustibles will be removed from buildings daily. Any materials not removed from Navy property by janitorial services will be the responsibility of the tenant to dispose of in the trash containers provided at the facility on the exterior.

17. Warehouse

a. The storage of materials will be neat and an orderly.

b. An 18" clear space will be maintained between stored material and the ceilings.

c. Materials will be stored in bays not to exceed 50 feet in length with 5 feet aisles between bays.

d. Center aisles at least 5 feet in width will be maintained.

e. Packing materials such as excelsior and shredder paper will be stored in approved containers.

18. Action

a. Fire reporting procedures for both locations. Any individual discovering smoke or fire will immediately report the fire, using the following reporting procedures:

(1) Immediately alert all personnel in the area by shouting "FIRE" and activating the closest fire alarm pull box.

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(2) For UNOTC and CMC, notify the New Orleans Fire Department by dialing 911, immediately upon notice of fire emergency.

(3) Emergencies after normal hours, weekends, and holidays will be reported first to the fire department by dialing 911, then by contacting NAVRESINFOSYSOFF Security Department at (504) 697-1154. Security will then contact the Director of NAVRESINFOSYSOFF if not on site.

b. Evacuation procedures for both the UNOTC and the CMC:


(1) Close all doors and windows.

(2) Immediately evacuate the buildings using the stairwells or closest available means. DO NOT USE THE ELEVATORS.

(3) Proceed to the designated muster areas as shown on the enclosures.

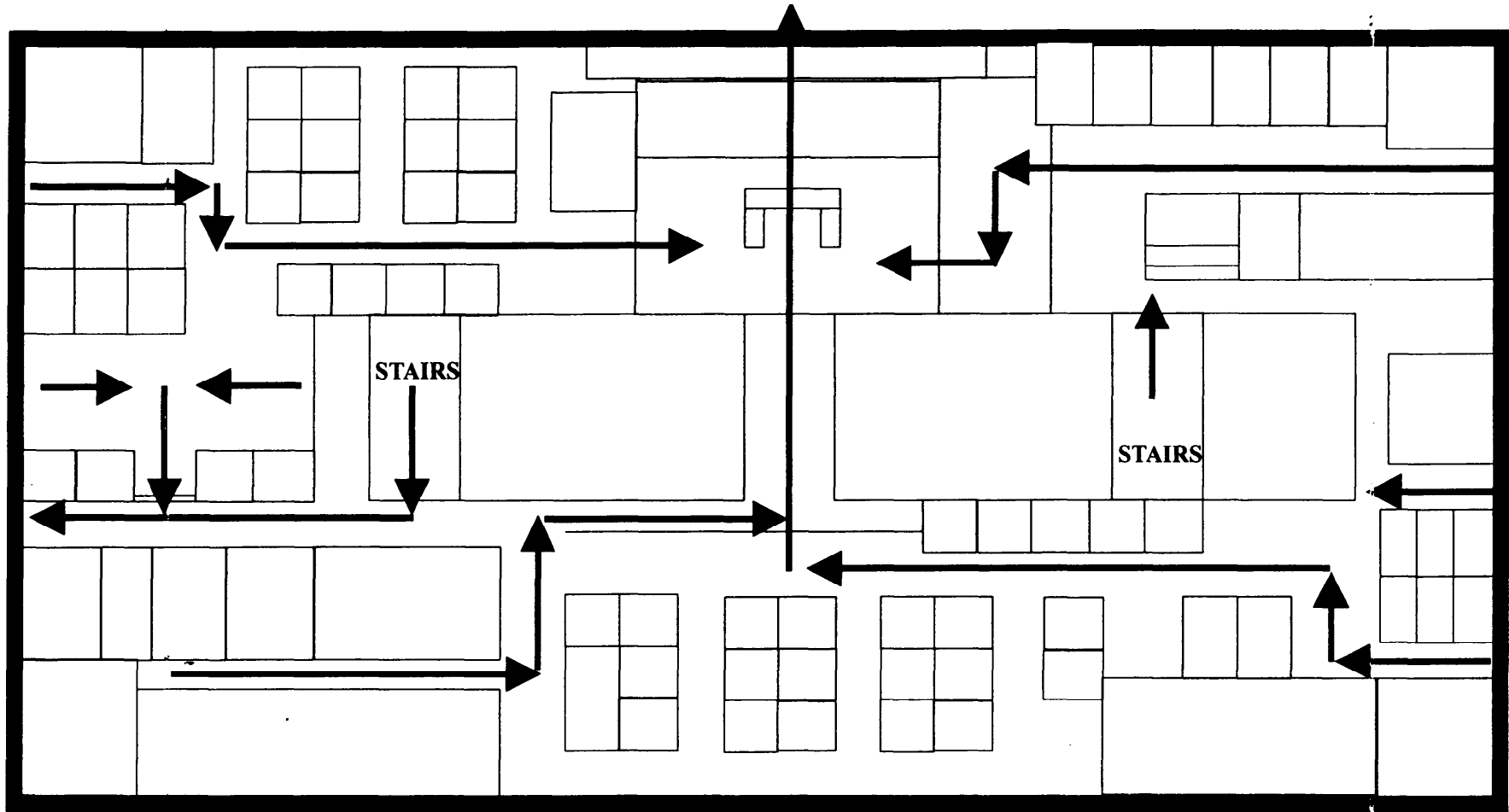
(4) Await the all-clear from the Command Fire Warden or designated fire official.

19. Report. The requirement for the Assistant Fire Warden Roster contained in paragraph 2c(2) above has been assigned report control symbol NAVRESINFOSYSOFF 11320-1. This requirement has been approved for only 3 years from the date of this directive.

  
A. A. Bailey  
Acting

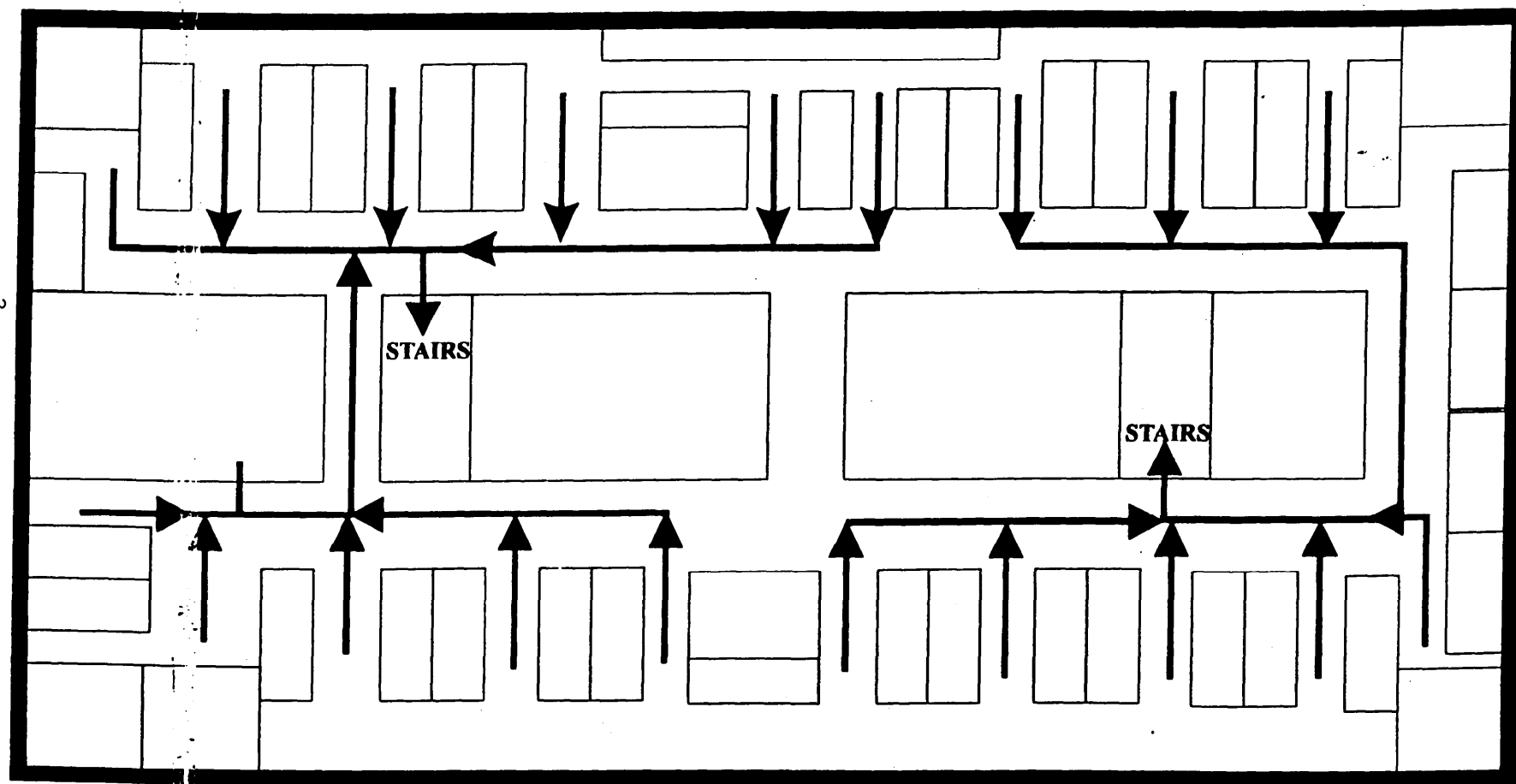
Distribution: (NAVRESINFOSYSOFF 5216.1)  
Lists A, B, and C.

# Bldg #1 - First Floor Fire Evacuation Route



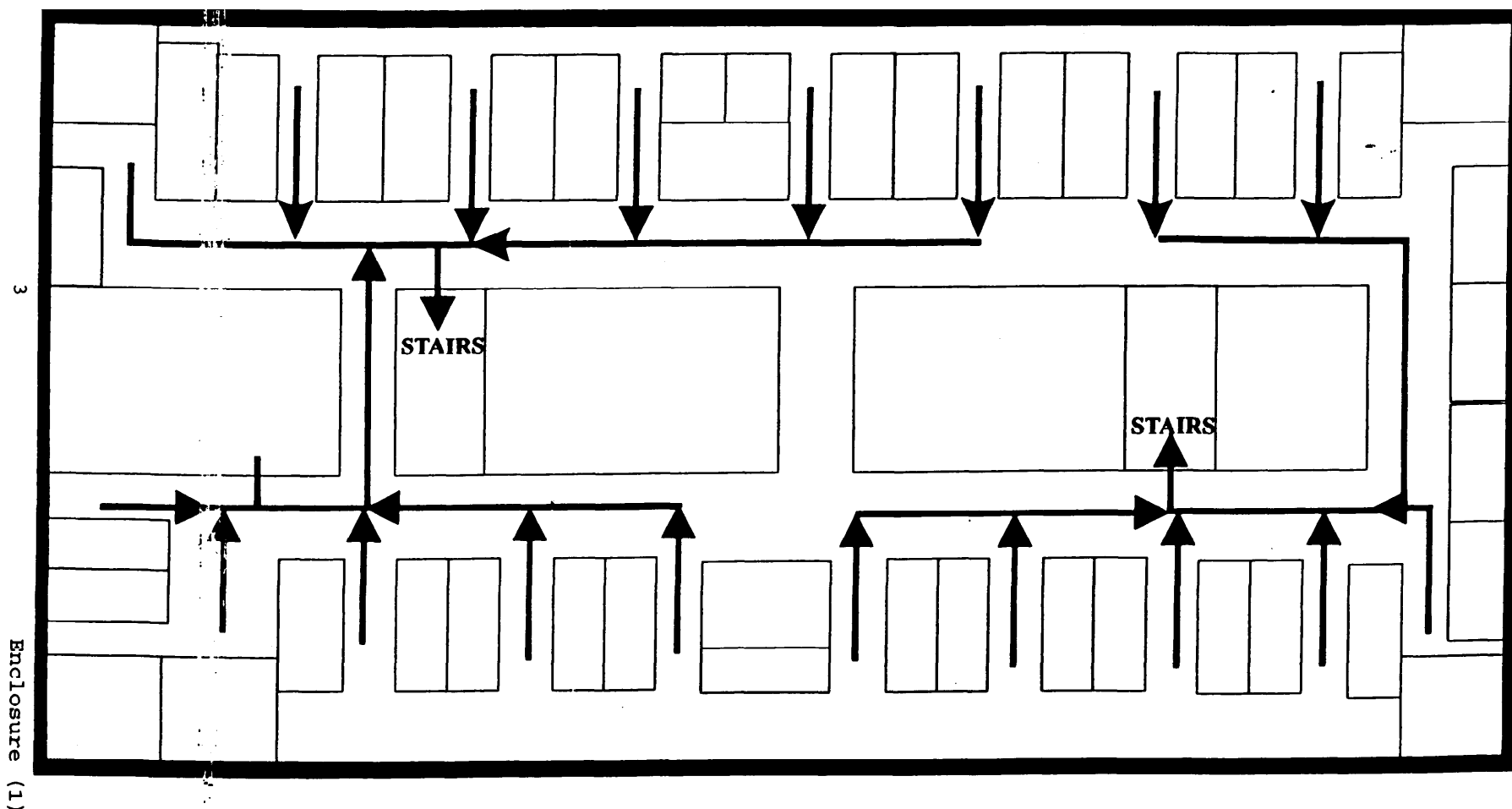
**In Case of Fire Use Stairs  
DO NOT USE ELEVATORS!**

## Bldg #1 - Second Floor Fire Evacuation Route



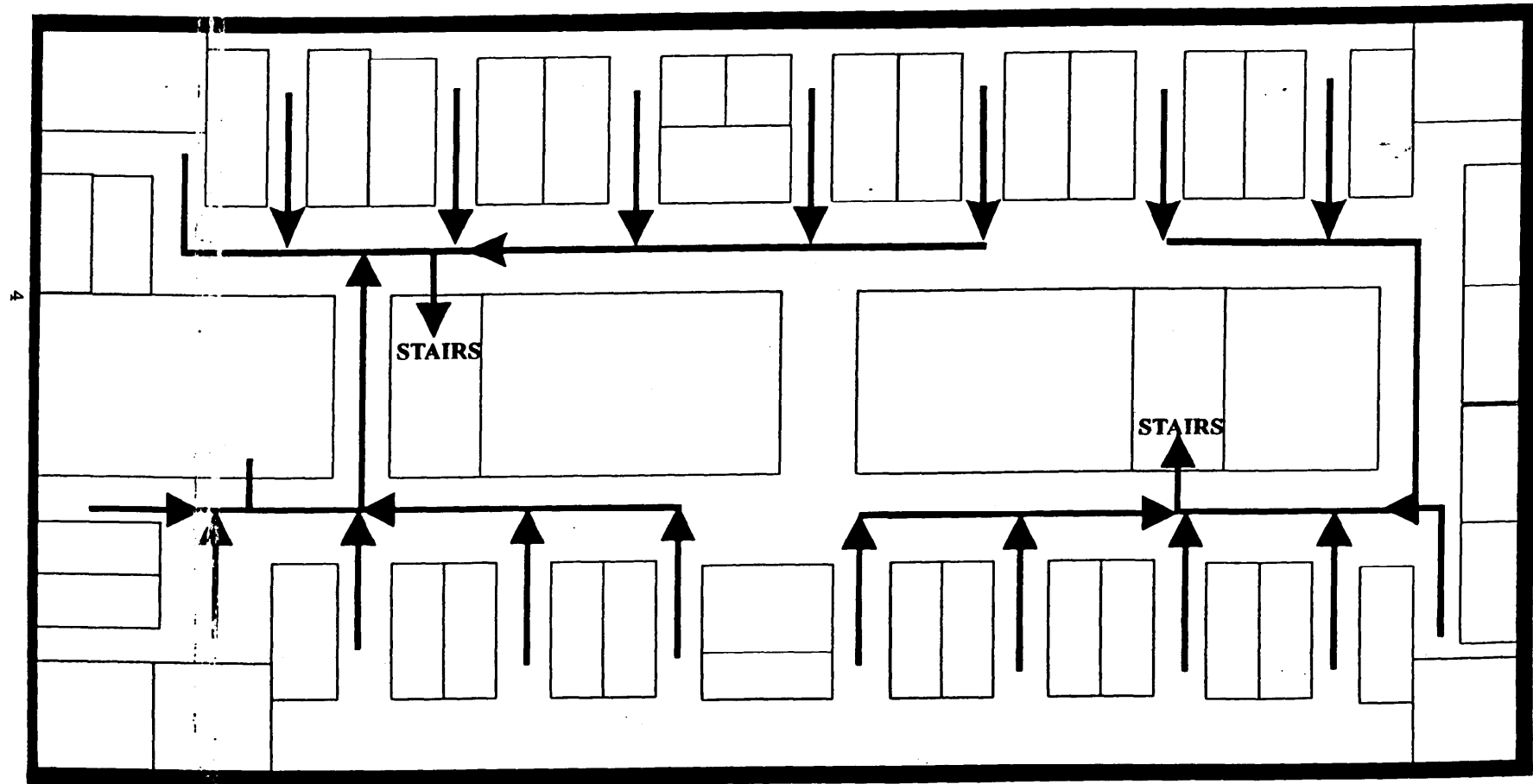
**In Case of Fire Use Stairs  
DO NOT USE ELEVATORS!**

## Bldg #1 - Third Floor Fire Evacuation Route



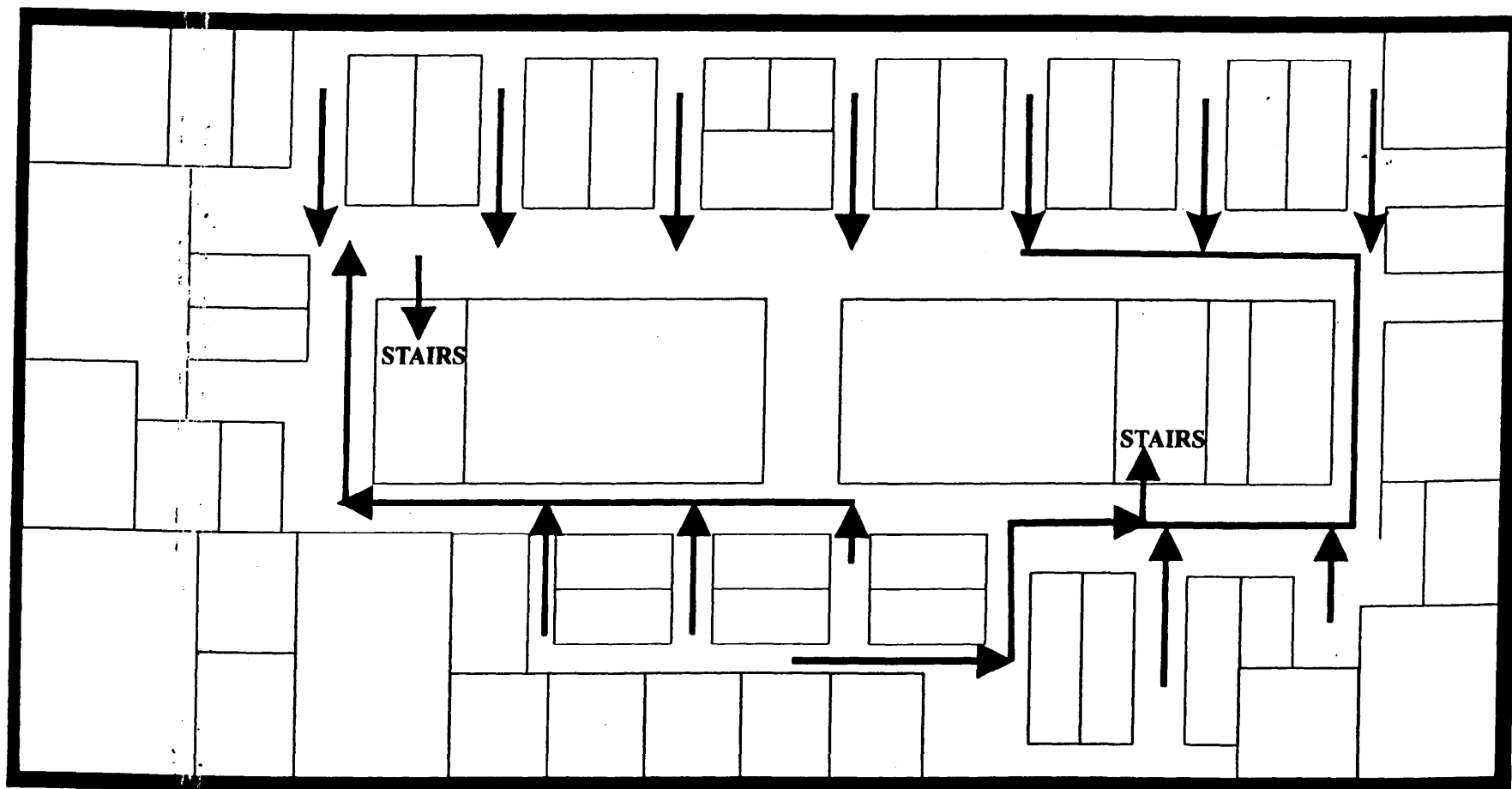
**In Case of Fire Use Stairs  
DO NOT USE ELEVATORS!**

## Bldg #1 - Forth Floor Fire Evacuation Route



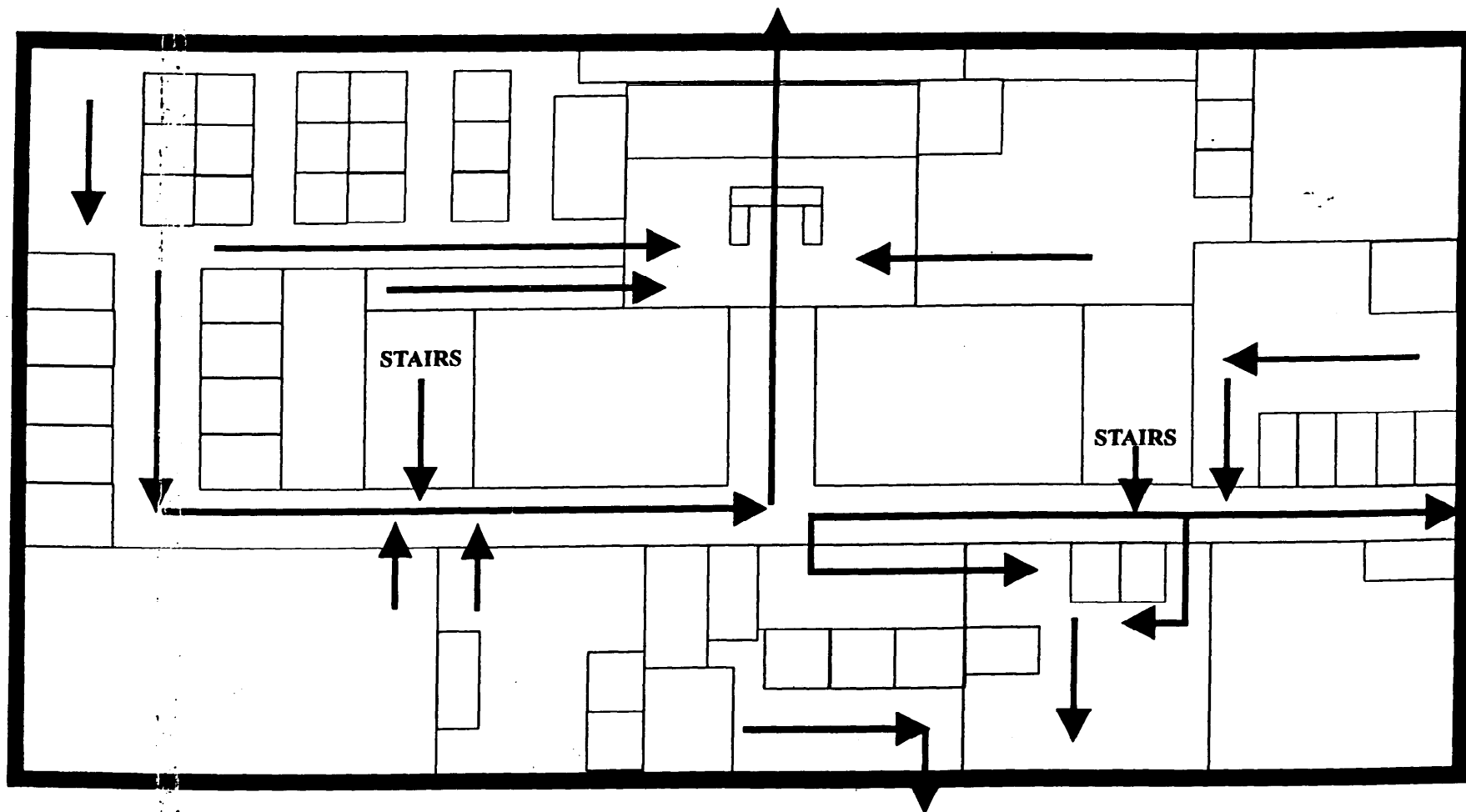
**In Case of Fire Use Stairs  
DO NOT USE ELEVATORS!**

## Bldg #1 - Fifth Floor Fire Evacuation Route



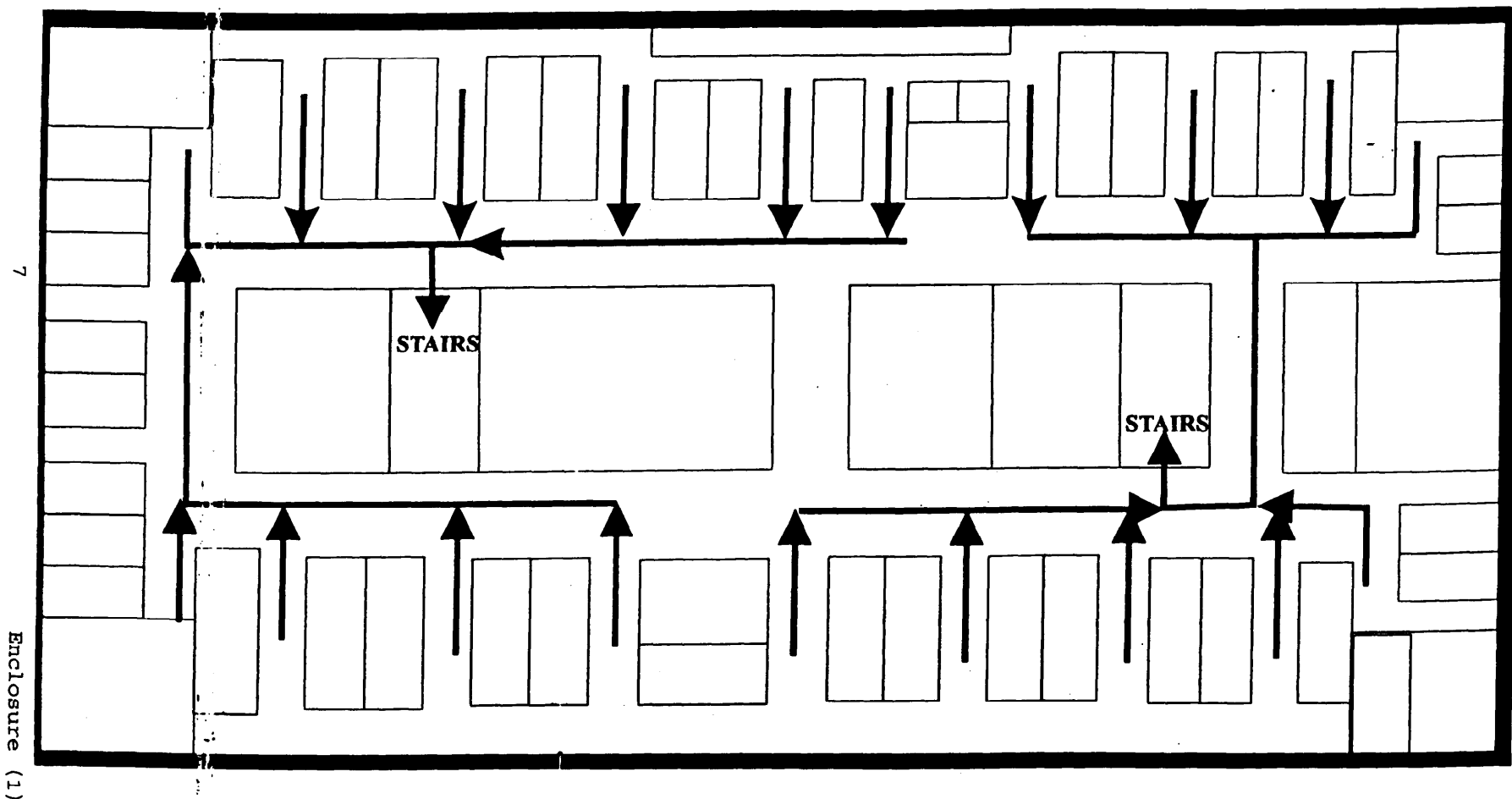
**In Case of Fire Use Stairs  
DO NOT USE ELEVATORS!**

## Bldg #2 - First Floor Fire Evacuation Route



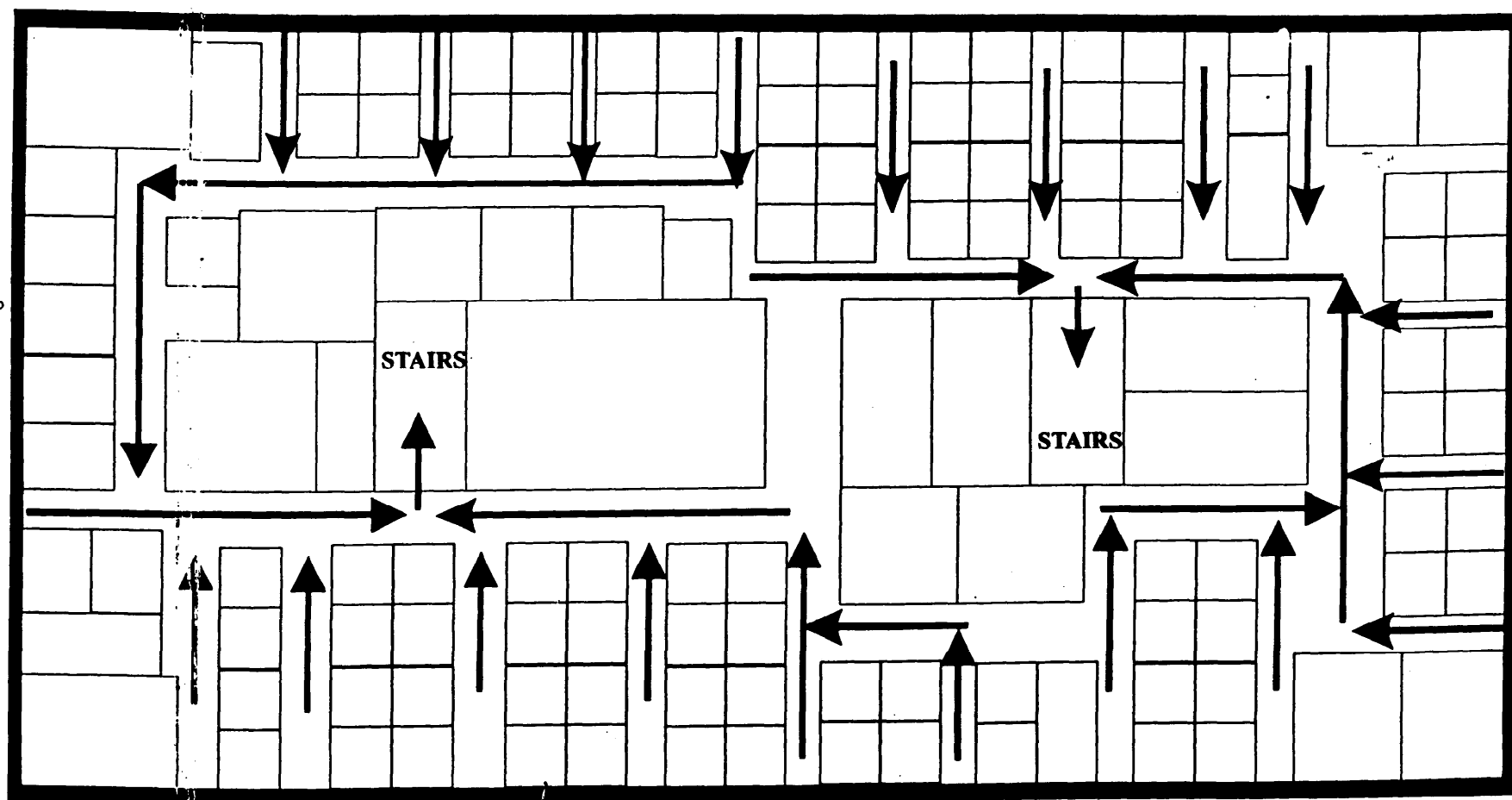
**In Case of Fire Use Stairs  
DO NOT USE ELEVATORS!**

## Bldg #2 - Second Floor Fire Evacuation Route



**In Case of Fire Use Stairs  
DO NOT USE ELEVATORS!**

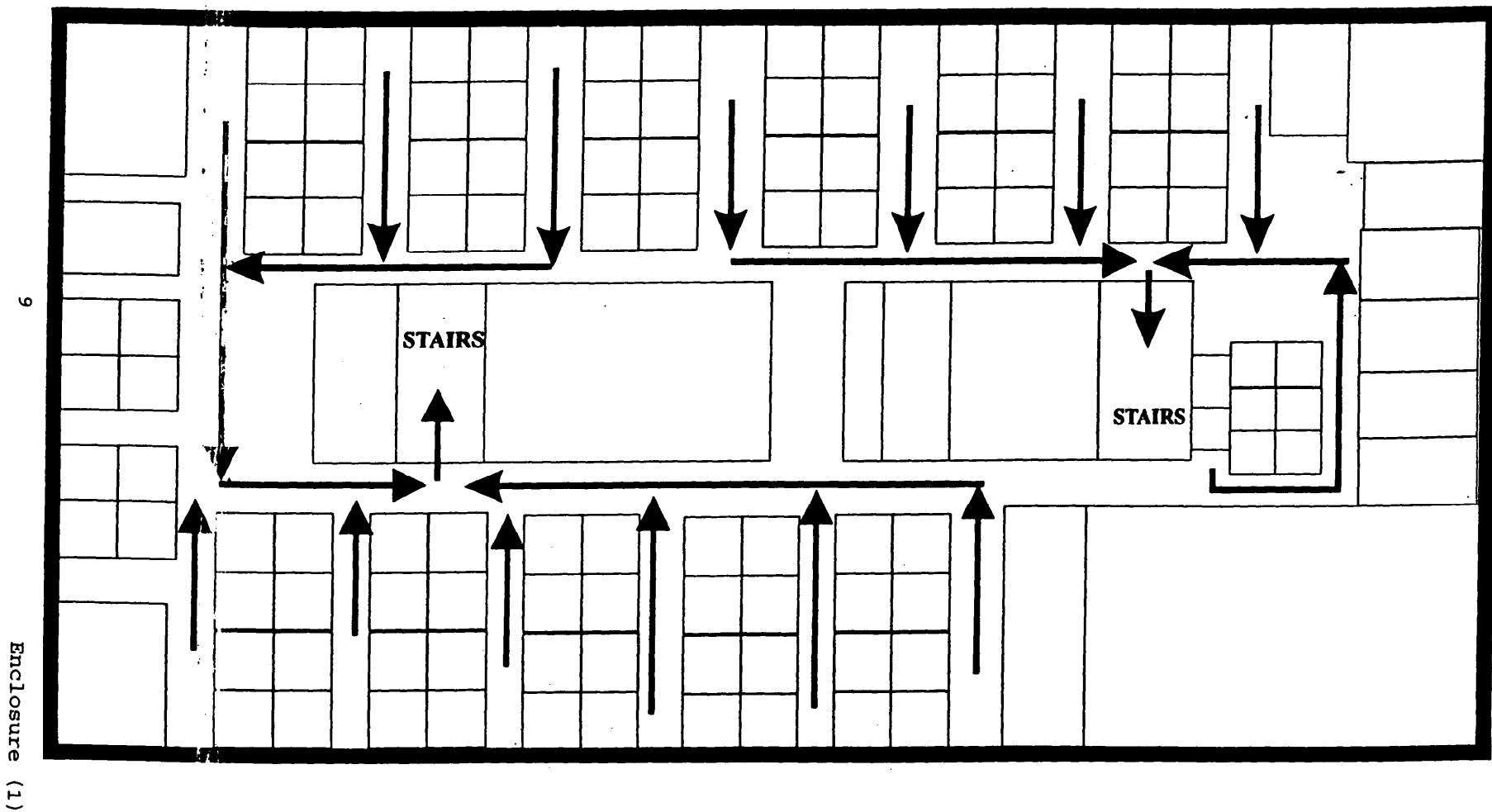
## Bldg #2 - Third Floor Fire Evacuation Route



Enclosure (1)

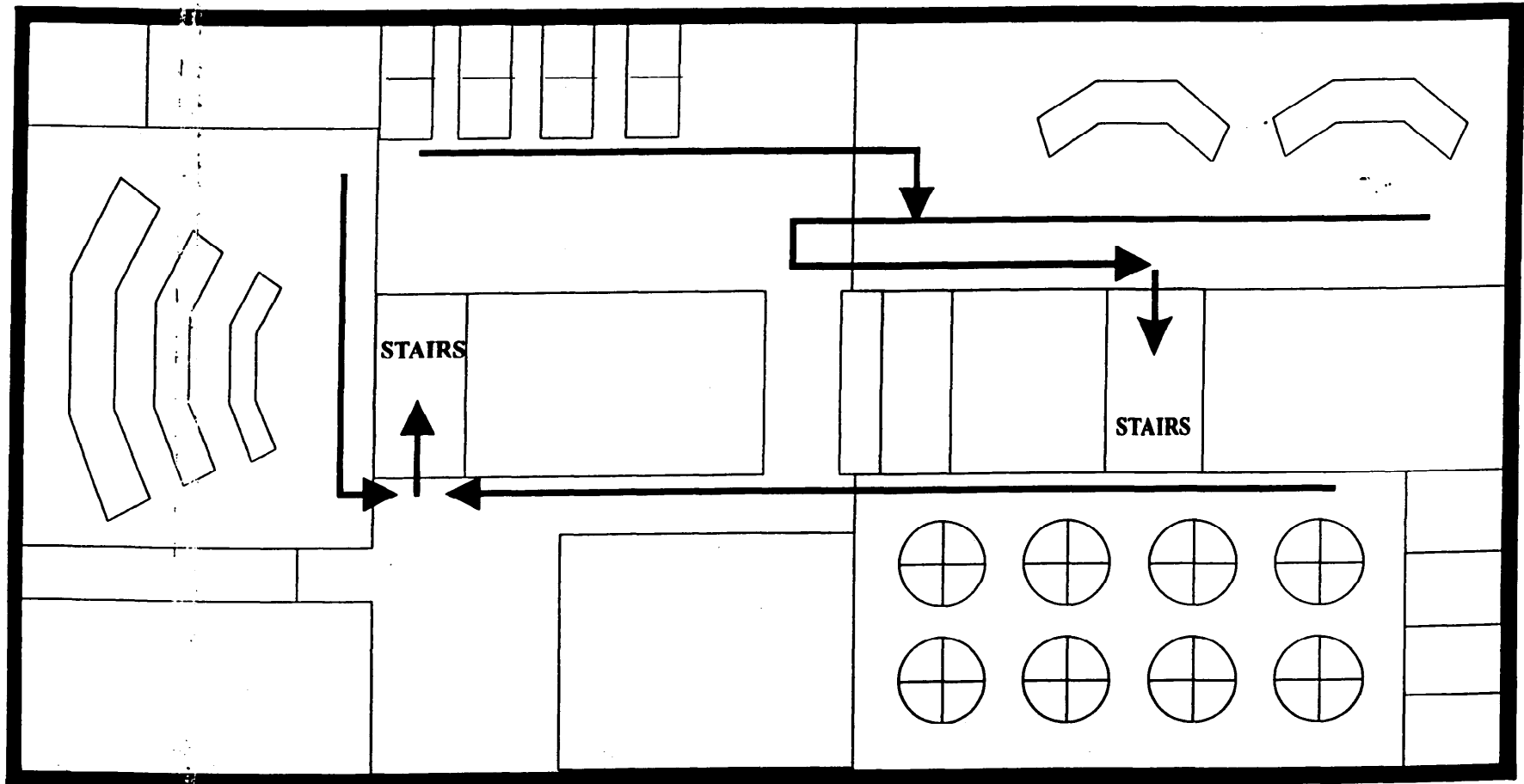
**In Case of Fire Use Stairs  
DO NOT USE ELEVATORS!**

## Bldg #2 - Fourth Floor Fire Evacuation Route



**In Case of Fire Use Stairs  
DO NOT USE ELEVATORS!**

## Bldg #2 - Fifth Floor Fire Evacuation Route

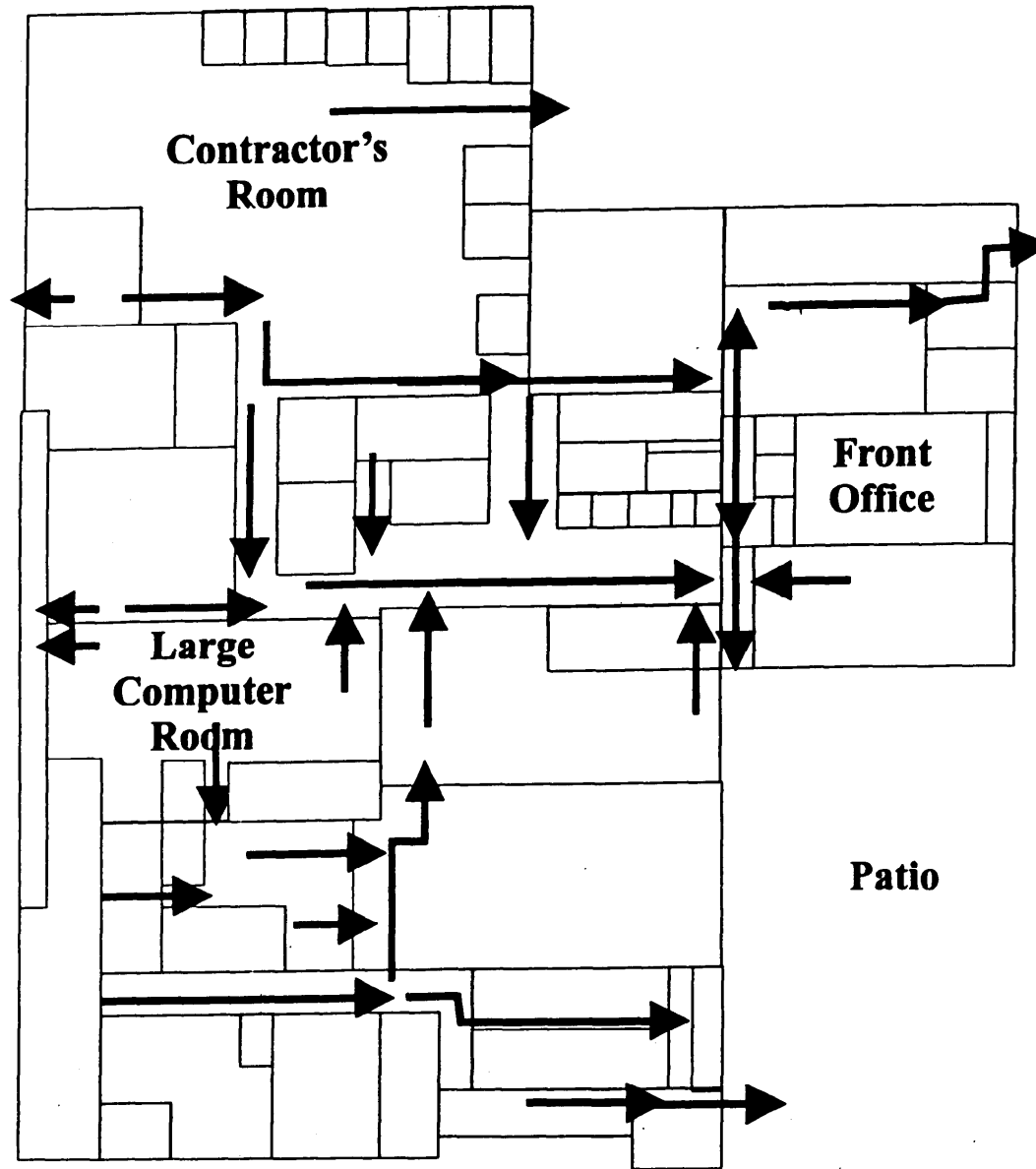


Enclosure (1)

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**In Case of Fire Use Stairs  
DO NOT USE ELEVATORS!**

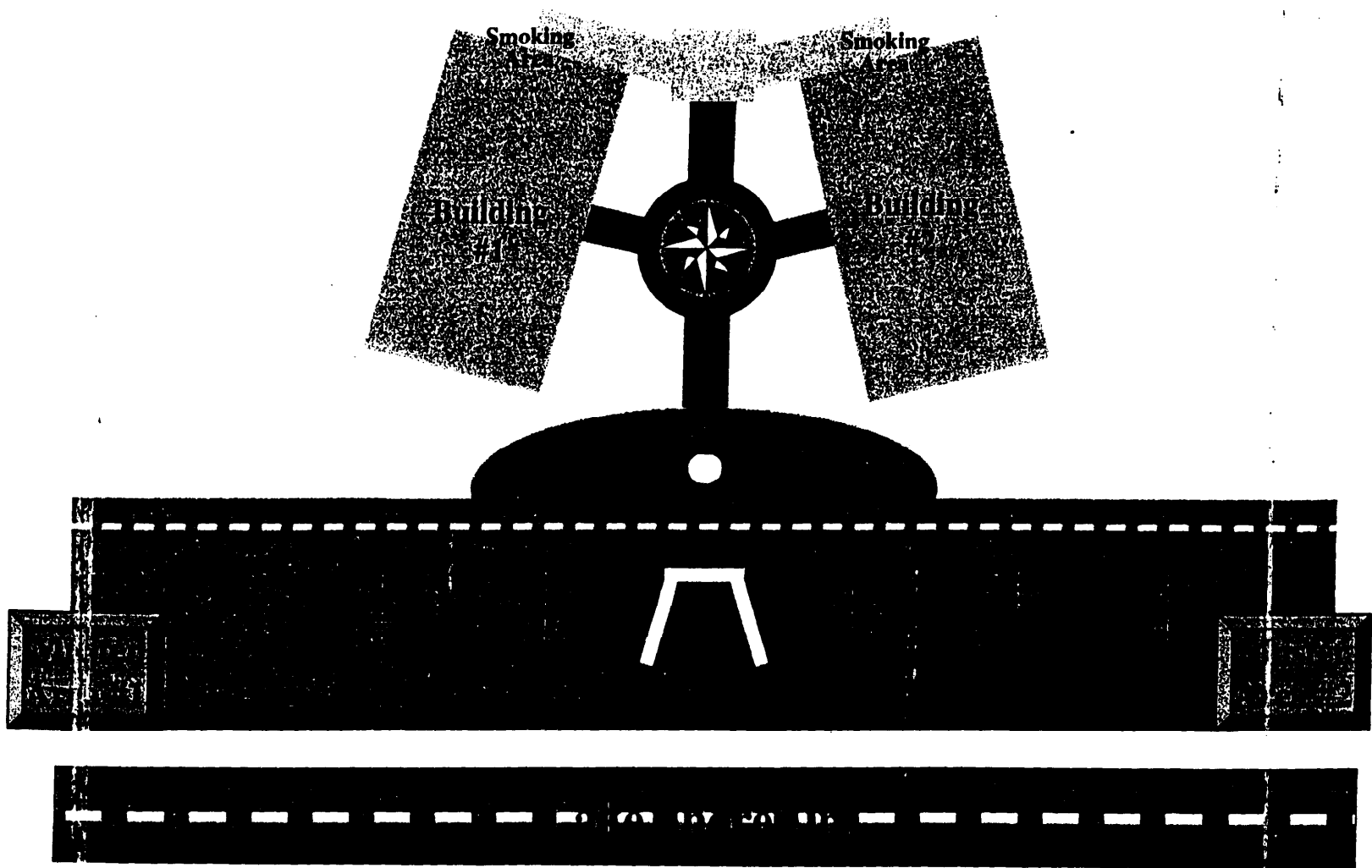
# Chef Site Fire Evacuation Route



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*Diagram of University of New Orleans  
Research & Technology Park  
Information Technology Center*



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Enclosure (3)



# Chef Menteur Hwy.

